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UNITED STATES DEPARTMENT OF AGRICULTURE  
FARMERS HOME ADMINISTRATION  
Washington 25, D. C.

Office of the Administrator

July 20, 1956

To: State Directors, Area Supervisors and County Supervisors  
From: Acting Administrator  
Subject: 30 C-80 - Joint Agreement Between Federal Extension Service  
and Farmers Home Administration  
X

From time to time both Farmers Home Administration and Extension workers have raised questions concerning ways and means in which FHA borrower families can best be assisted on family living needs.

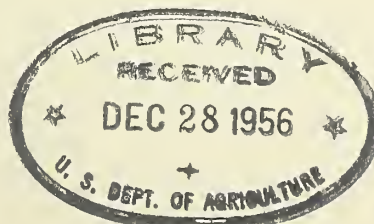
In an effort to discover whether there were some common procedures in the working relationships of county Home Demonstration Agents and FHA County Supervisors in areas where the service to families seemed to be effective, a joint committee of Federal Extension Service and Farmers Home Administration workers was set up. This committee asked the State Directors of the two agencies in thirteen States to select one of the counties where work was going well and to ask both the Home Demonstration Agent and the County Supervisor to describe their working procedure.

A fairly consistent pattern of operation showed up in the replies, a summary of which is enclosed, along with techniques and methods used in cooperative work between the two agencies.

We trust a study of the enclosures will be an effective exchange of ideas and will prove helpful to County Supervisors and Extension Agents in assisting borrower families.

*H. C. Smith*

Attachments - 2





Extension-Farmers Home Administration Pattern of Operation  
for Extending Home Management Assistance to Borrower Families  
Where the Agencies Have Reached a Satisfactory Working Procedure

1. The County Supervisor and Home Demonstration Agent each thoroughly understand the program that each is responsible for conducting in the county.
2. The Home Demonstration Agent and County Supervisor reached a common understanding at the outset regarding their joint objectives and interests in rendering maximum service to borrower families in need of home management assistance.
3. The County Supervisor and Home Demonstration Agent agreed on and set up an operating procedure for exchanging information and assisting borrower families either jointly or individually. Their operating procedure is revised from time to time to take into account changes which will improve assistance rendered.
4. Short periodic conferences are held (monthly, if possible) by the Home Demonstration Agent and County Supervisor for the purpose of discussing timely home management practices to be initiated periodically by the Home Demonstration Agent for use with FHA borrower families. At the same time a review is made regarding specific problems encountered with borrower families, and there is a free exchange of information regarding resources and materials available to families who need home management assistance.





Techniques and Methods Being Followed in Areas Where There Is  
a Satisfactory Working Plan Between Extension Service and  
Farmers Home Administration for Assisting Borrower Families

A. Definite action currently taking place which makes cooperative assistance effective:

1. Maps showing location of borrowers and of Extension group activities - 4-H and homemaker clubs.
2. Exchange of bulletins and information to be used by both agencies assisting families.
3. Attendance of Home Demonstration Agents and Extension workers at borrowers' meetings and attendance of County Supervisors or borrower leaders at Extension training schools and special meetings.
4. Home Demonstration Agents assist County Supervisors with year-end analysis discussions with those borrowers having special family-living problems.
5. Family participation in Extension clubs and other farm and community meetings.
6. Home Demonstration Agents take initiative in getting knowledge of materials, program and special activities to FHA Supervisor. FHA Supervisors take initiative in getting materials to the borrower families and in requesting help.
7. Exchange of information through newspaper, radio and television.
8. Emphasis on help to new borrowers and young families.
9. Continuous screening of family needs by County Supervisor to discover individual family needs.
10. Individual assistance to families by Extension Home Agent or Extension worker when needed.





